

Addendum 8

Kentucky Board of Medical Licensure Criminal Background Requirements

KRS 311.565

This notice should be provided to all applicants applying for a full-unrestricted Medical/Osteopathic License in the Commonwealth of Kentucky by endorsement.

All persons applying for a Kentucky Medical License on and after August 15, 2003 shall submit proof of a FBI Criminal Background Check to the Board as a part of the application for a license to practice medicine in the Commonwealth. This record must indicate that there have been no felony convictions or pending charges at any time or any misdemeanor convictions or pending charges within the previous five-year period. Some examples of misdemeanors which will be subject to a Board investigation include: DUI, sexual assault, certain theft charges, and drug convictions. In general, speeding and minor traffic violations would not be misdemeanors. Some serious traffic violations could be misdemeanors.

Where can I obtain the necessary FBI forms? To obtain the fingerprint cards, check with your local law enforcement agency (any state), the Kentucky State Police (check www.kentuckystatepolice.org/post.htm for the nearest location), or call the Federal Bureau of Investigation, Criminal Justice Information Services Division at 304-625-3878. You must listen to the Entire recording and request the cards to be sent to you at the very end. You will receive two fingerprint cards in the mail within 3 – 5 days.

Who will take my fingerprints? Most local law enforcement agencies, county sheriff's departments, and some city and county police departments, or any state police post may be able to take your fingerprints. The law enforcement agencies will be taking your fingerprints for a **Personal Review**. Some law enforcement agencies may charge a fee for fingerprinting services. The cost may vary.

What is the cost and where do I send it? Send the completed fingerprint card, a short letter (A sample letter is attached for your review) advising the FBI that the report is desired for personal review, and a certified check or money order, payable to the Treasury of the United States, in the amount of \$18 to the address listed below. **If all items are not included, the request will be returned to you by the FBI for correction.**

**Federal Bureau of Investigation
Criminal Justice Information Services Section
Attn: Records Request
1000 Custer Hollow Road
Clarksburg, WV 26306**

What if my state uses electronic fingerprinting? Electronic fingerprints can be sent one of two ways. The agency that is taking your electronic fingerprints can print them out and you can mail the printed fingerprints as directed above to the address above **OR** the agency can submit your fingerprints electronically to the WV Federal Bureau of Investigation. **Note: Should you choose the second option, you must make sure that the agency submits your prints to the WV FBI division and not your states FBI division.** The WV FBI division will return your report to the agency that ran your electronic prints and you will be responsible for obtaining the report from that agency once the results are in.

What if my report comes back indicating that the prints are unreadable or indiscernible? If a criminal background report comes back from the FBI indicating that the prints are indiscernible or unreadable, the applicant should have the second set of prints done at the nearest State Police Post and resubmitted to the FBI for processing. If the second report comes back with the same result, then the Board has an affidavit that the applicant can sign before a notary to use for the issuance of a license. All of the **original fingerprint cards and reports** must be submitted along with the affidavit in order for the affidavit to be valid. If the applicant goes to the State Police Post first and that report comes back unacceptable, then he/she must have the prints done at one other location. Thus, no license will be issued to the applicant (using an affidavit) unless there have been at least two FBI reports obtained that indicate a failure to read the prints, one of which resulted in the fingerprints being done by the State Police Post.

Also, we cannot accept a copy of a report that has been done for any other entity or organization. Applicants must have their prints taken and forwarded to the FBI for processing. The original fingerprint card(s) and report(s) must be submitted to our office for processing your application for a medical license.

How long does this process take and how long is the report valid? Approximately **6-8 weeks**, upon submission of the fingerprint card to the FBI. Thus, you should apply for the criminal background report at the time that you submit your application for licensure to the Board. **The report is only valid for one year.**

What should I do if my report is clear? **The report will be mailed directly to you.** The **original** report(s) and fingerprint card(s) must be submitted for completion of your application for a medical license. Photocopies of the fingerprint card and/or the written report from the FBI are not acceptable.

What happens if I have a conviction or pending charges? You must submit the criminal background report to the Board within five days of receipt of the FBI identification record. The Board will then begin an investigation into the conviction or charges. Just a reminder, you will be asked about any presently pending and/or prior convictions of felonies or misdemeanors on the Board's application for licensure, please be sure to answer these questions in a truthful manner.

If a conviction is noted, how long will the Board's investigation process take? Approximately 60-90 days depending upon how quickly all the documents are returned to the Board and the backlog of cases.

IMPORTANT NOTE: The Board **will not** issue a Medical License to you until we have received the final fingerprint card(s) and background report(s). You may contact the FBI directly at (304) 625-5590.

If you have further questions, please contact the Board's office at (502) 429-7150 and you will be directed to the appropriate coordinator.

**Kentucky Board of Medical Licensure
Hurstbourne Office Park
310 Whittington Parkway, Suite 1B
Louisville, KY 40222**

Federal Bureau of Investigation
Criminal Justice Information Services Division
1000 Custer Hollow Road
Clarksburg, WV 26306

RE: CRIMINAL BACKGROUND CHECK

I am requesting this background check and report for a personal review. Enclosed is the required, completed fingerprint card, along with the \$18 processing fee. (Certified check or money order, payable to: Treasury of the United States).

PLEASE RETURN THE REPORT TO ME AT THE FOLLOWING ADDRESS:

Printed or Typed: _____

Full Legal Name

Street Address

City, State, Zip Code

Signature

Date